

Westfield Community Development Fee Schedule

Advisory Plan Commission (March 2010, Resolution 10-02)

Zoning Changes

Zoning Ordinance Map Amendment (standard district)	\$550 + \$25/acre
Zoning Ordinance Map Amendment (PUD district)	\$750 + \$25/acre
Zoning Ordinance Text Amendment	\$550

Subdivisions

Primary (Preliminary) Subdivision Plat	\$550 + \$25/lot
Secondary (Final) Subdivision Plat	\$350 + \$25/lot
Subdivision Plat Vacation/Amendment (if filed in conjunction with a final plat, final plat fee only applies)	\$350 + \$25/lot
Condominium/HPR address review	\$50

Development Plans

Development Plan (accompany SPP)	\$450 + \$15/acre
Development Plan (non-residential & MF)	\$700 + \$15/acre
Development Plan (institutional/municipal/non-profit)	\$350
Admin Approvals (accompany SPP)	\$450
Admin Approvals (non-residential & MF)	\$700
Admin Approvals (institutional/municipal/non-profit)	\$350
Development Plan filed for Director's approval	included in the building permit fee

Planned Development District plans

Planned Development (PD) preliminary plan	\$450 + \$15 /acre
Planned Development (PD) final plan	\$300 + \$15 /acre

Re-review Fee

All Zoning Map Amendments, Primary and Secondary plats, and Development Plans	\$500
Institutional/municipal/non-profit re-review fee	\$250

NOTE: Portions of acres or square feet shall be rounded up to the next whole number.

Board of Zoning Appeals
(March 2010, Resolution 10-02)

Variance of Use	\$550 + \$50/additional Variance of Use
Variance of Standards	\$550 + \$50/additional Variance of Standard
Special Exception	\$550
Administrative Appeal	\$550
Any petition referred to TAC by Director	\$550 + \$100 TAC fee
Institutional / Municipal / Non-profit - Any BZA petition -if referred to TAC by Director	\$250 + \$25/additional Additional \$50 TAC fee

Signs
(March 2010, Resolution 10-02)

Sign Plan	\$100
Sign Permit	\$100 + \$5/square foot over 32 square feet
Sign Inspection	\$50

Other
(March 2010, Resolution 10-02)

Zoning Confirmation Letter	\$100
Temporary Structure Extension (Administrative)	\$750
Temporary Structure Extension (BZA)	\$550
Fireworks Sales Permit	\$1000
Temporary Uses and Event Permit	\$100.00*

*When consecutive permits are applied for at one time, only one \$100 fee shall be charged.

Building Inspections
(July 2008, Resolution 08-33)

Residential

Minimum of six required inspections (footing (1); foundation or under-slab plumbing (2); rough framing/roof, plumbing, mechanical & electrical (3); insulation (4); drywall (5); pre-final (6); and final (7)); inspection cost is in addition to permit cost. Detached accessory structures shall require footing and final inspections and other inspections as determined appropriate by the Director. [Pre-Final is at the builders option and not a required inspection].

(1) Footing	\$50.00
(2) Foundation or under-slab plumbing	\$50.00
(3) Rough framing/roof, plumbing, mechanical & electrical	\$50.00
(4) Insulation	\$50.00
(5) Drywall (prior to taping or mud)	\$50.00
(6) Pre-final (Builder's option)	\$50.00
(7) Final/Certificate of Occupancy	\$75.00
Final site inspection	\$50.00
All other inspections as determined by Director	\$50.00 plus cost

Note: Remodeling of residential structures (i.e. kitchens or baths) may not require a number of the listed inspections so noted above. It will be at the discretion of the Director or his designee.

Non-Residential (including agricultural)

Minimum of seven required inspections (footing (1); foundation or under-slab plumbing (2); rough framing/roof (3); rough plumbing, mechanical & electrical (4); insulation & drywall (5); pre-final (6) [Builder's option]; pre-final/fire marshal (7); and final/certificate of occupancy (8)); inspection cost is in addition to permit cost. Detached accessory structures shall require footing and final inspections and other inspections as determined appropriate by the Director.

(1) Footing	\$90.00
(2) Foundation or under-slab plumbing	\$90.00
(3) Rough framing/roof	\$90.00
(4) Rough plumbing, mechanical & electrical	\$90.00
(5) Insulation & drywall (prior to taping or mud)	\$90.00
(6) Pre-final (Builder's option)	\$90.00
(7) Pre-final/fire marshal	\$90.00
(7) Final/Certificate of Occupancy	\$125.00
Final site inspection	\$90.00
All other inspections as determined by Director	\$90.00 plus cost

Other Fees

The following fees shall also be assessed as warranted necessary by the Director for Residential & Non-Residential developments/construction:

	<u>Residential</u>	<u>Non-Residential</u>
Replacement ILP Card		
First time:	\$25.00	\$25.00
Second time:	\$50.00	\$50.00
Third/final time:	½ of the original permit fee assessed at application.	
Failure to schedule inspection	\$250.00	\$250.00
Failed inspection/re-inspection (<i>e.g., no original permit on premise, no access to the structure, not ready for the inspector, inspection done and deficiencies remain</i>)		
First re-inspection	\$50.00	\$90.00
Second re-inspection	\$100.00	\$180.00
Third re-inspection	\$200.00	\$360.00
Fourth re-inspection	\$400.00	\$720.00
Fifth re-inspection	\$800.00	\$1,440.00
Commencing construction without a permit or without a passed inspection (<i>in addition to the required inspection fee</i>)		
	\$400.00	\$1,250.00
Occupying a structure without a Certificate of Occupancy or Compliance	\$2,500.00	\$5,000.00

Notes:

1. For unusually large or complex buildings or structures, the number and types of required inspections shall be determined by the Director.
2. No concrete shall be placed for footings or foundations without prior inspections.
3. No electrical, mechanical, or plumbing work shall be covered without prior inspections.
4. All inspection fees shall be paid to the City of Westfield prior to scheduling your final inspection and the issuance of a Certificate of Occupancy.

Improvement Location Permit (ILP)
(July 2008, Resolution 08-33)

Required Improvement Location Permits (ILPs) shall be issued upon payment of the fees according to the following schedule:

<u>Permit type</u>	<u>Fee</u>
Agricultural	
Agricultural/farm buildings which have major electrical, plumbing, sewage or water installations.	\$70.00 + \$0.07 per square foot
Agricultural/farm buildings which do not have major electrical, plumbing, sewage or water installations.	\$70.00
Residential (<i>does not include required inspection fees</i>)	
Single-family dwelling	\$400 + \$0.08 per square foot
Two-family dwelling	\$400 + \$0.08 per square foot
Tri-quad dwelling	\$400 + \$0.08 per square foot
Multiple-family dwelling	\$400 + \$0.08 per square foot
Residential addition	\$100 + \$0.07 per square foot
Residential accessory building/structures (storage buildings, detached carports/garages, other accessory structures with foundations, and in-ground pools)	\$100 + \$0.07 per square foot
Non-residential (Commercial and Industrial)	
New construction and additions	\$400.00 + \$0.10 per square foot
Remodel	\$125.00 + \$0.10 per square foot
Other	
Certificate of occupancy	\$50.00
Duplicate certificate of occupancy	\$100.00
Certificate of compliance	\$75.00
Duplicate certificate of compliance	\$100.00
Demolition	\$100.00
Building relocation	\$100.00 per structure
Temporary building	See Note 7.

Notes:

1. Square footage calculations shall be based on the gross square footage of the dwelling, including basement, attached garage and unfinished attic rooms.
2. Models and displays: Offices, mobile homes, residences or apartments planned to be moved to other locations will be charged the same fee as permanent construction plus dismantling of moving fees.

3. No permit charges are made on distribution lines for oil, gas, water, electricity, telephone, cable television, fiber optic and other telecommunications.
4. An improvement that requires approval by the Indiana Department of Homeland Security, Fire and Building Code Enforcement Branch, shall also require an Improvement Location Permit to be issued by the City of Westfield, Community Development Department.
5. Additions to residential dwellings shall require Improvement Location Permits to be issued.
6. When a structure is moved from one location to another, within Washington Township, Hamilton County, Indiana, applicable fees shall be charged for removing the structure from its location. Improvement Location Permit fees shall be charged for the placement of the structure at its new location. To receive an Improvement Location Permit, all appropriate materials must be supplied to the Director, as if the structure were being newly constructed.
7. Temporary Permit fees are based on a thirty (30) day period. All periods less than thirty (30) days shall be charged the full thirty-(30) day rate. (i.e., thirty-one (31) days equals two (20) thirty-(30) day periods, sixty-one (61) days equals three (3) thirty-(30) day periods).

All temporary building permit fees are calculated by the base rate of \$100.00, times the number of structures, times the number of months (maximum of three (3) months) (\$100.00 x 1 structure x 3 months = \$300.00).

8. Improvement Location Permits, time for construction:

Single-Family Residential Home	To Complete:
Less than 2,500 sf	nine (9) months
2,501 sf – 3,500 sf	twelve (12) months
3,501 sf – 6,000 sf	fifteen (15) months
6,000 sf and above	eighteen (18) months
Multiple-Family Residential	To Complete:
Two Dwelling units	twelve (12) months
Three – Four Dwelling units (max six units)	fifteen (15) months
Apartment Building 8 or more units	twenty-four (24) months
Commercial / Industrial (Non-Residential)	To Complete:
Build-out or remodel	twelve (12) months
Building Shell (vanilla box)	eighteen (18) months
[under 25,000 square feet]	
Building Shell (vanilla box)	twenty-four (24) months
[over 25,000 square feet]	

Extensions may be granted at the discretion of the Director of Community Development based upon stage of construction.

Review of Application – THE REVIEW PROCESS MAY TAKE UP TO TEN BUSINESS DAYS BEFORE APPLICATION IS APPROVED. Prior to the issuance of any building permit, the Building Commissioner, or duly authorized representatives, shall:

1. Review all building permit applications to determine compliance with the adopted construction standards.
2. Review all building permit applications for new construction or substantial improvements to determine whether proposed building sites will be reasonably safe from flooding.
3. Review building permit applications for new construction or substantial improvements within the floodplain area having special flood hazards to assure that the proposed construction (including prefabricated and mobile homes):
 - a. Is protected against flood damage;
 - b. Is designed (or modified) and anchored to prevent flotation, collapse, or lateral movement of the structure; and
 - c. Uses construction methods and practices that will minimize flood damage.

Inspections – After the issuance of any building permit, the Building Commissioner shall make, or shall cause to be made, inspections of the work being done as are necessary to ensure compliance with the provisions of the adopted construction standards and the terms of the permit. Reinspections of work found to be incomplete or not ready for inspection shall be subject to additional fees as prescribed in this document.

Inspection Assistance – The Chief of the Fire Department, or designated representatives, may assist the Building Commissioner in the inspection of fire suppression, detection and alarm systems and may provide reports of such inspection to the Building Commissioner.

Entry – Upon presentation of proper credentials, the Building Commissioner or duly authorized representatives may enter at reasonable times any building, structure or premises in the Town of Westfield and/or Washington Township to perform any duty imposed by this document.

Stop Work – Whenever any work is being done contrary to the provisions of this document, the Building Commissioner, or duly authorized representatives, may order the work stopped by notice, in writing, served on any persons engaged in the causing of such work to be done. Any such persons shall forthwith stop such work until authorized by the Building Commissioner, or duly authorized representatives, to proceed with the work.

Certificate of Occupancy – No certificate of occupancy for any building or structure constructed shall be issued unless such building or structure was constructed in compliance with the adopted construction standards. It shall be unlawful to occupy any such building or structure unless a full, partial, temporary or conditional certificate of occupancy has been issued by the Building Commissioner.

Workmanship – All work on the construction and alteration of buildings and other structures shall be performed in a good and workmanlike manner according to accepted standards and practices in the trade.

Violations – It shall be unlawful for any person, firm or corporation, whether as owner, lessee, sub-lessee, or occupant, to erect, construct, enlarge, alter, repair, improve, remove, convert, demolish, equip, use, occupy or maintain any building or structure, in the Town of Westfield or cause or permit the same to be done, contrary to or in violation of the provisions of this document.

Right of Appeal – All persons shall have the right to appeal any order of the Building Commissioner first through the Town Council of the Town of Westfield and then to the Fire Prevention and Building Safety Commission of Indiana in accordance with the provisions of IC 22-13-2-7 and IC 4-21.5-3-7.

Remedies – The building commissioner shall, in the name of the Town of Westfield, bring actions in the Circuit or Superior Courts of Hamilton County, Indiana, for mandatory and injunctive relief in the enforcement of and to secure compliance with, any order(s) made by the Building Commissioner. Any such action for mandatory or injunctive relief may be joined with an action to recover the penalties provided for in this document.

Penalties – Any person, firm or corporation which falls, refuses, or neglects to obey any provision of this code shall be fined an amount not less than twenty-five dollars (\$25), nor more than three hundred dollars (\$300). Each day each violation exists shall constitute a separate offense.